

## **1. Recording your greeting**

- Press **Trans/Pgm** button and dial **61**
- Press **#** button to record your greeting after hearing confirmation tone
- Press **Hold/Save** button to finish recording.

**(To listen to your recorded greeting – Press Trans/Pgm 61)**

## **To Delete your greeting**

- Press **Trans/Pgm** button and dial **66**

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## **2. To Activate Call Forward to VMIB**

- Dial **554**
- Dial Call Forward type:
  - 1. Unconditional (Immediate)**
  - 2. On Busy**
  - 3. No Answer**
  - 4. Busy/No Answer**
- Dial **#** (Voicemail)
- Confirmation tone is heard

## **To Deactivate Call Forward to VMIB**

- Dial **554#** OR Press **DND/FWD** Button

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## **3. To Listen to Messages**

- Press Flashing **Callback** button to listen (or dial **557**)
- Press **Next** button to save message, and hear next (or press **Hold/Save**)
- Press **Repeat** button to repeat message (or press **Callback** or dial **#2**)
- Press **Delete** button to delete current message (press **Conf** or dial **#1**)
- To transfer message to another mailbox, simply dial the station number while message is playing

## **Retrieve Messages from Outside Office (Remote Access)**

*To access your voicemail messages from outside the office, you must set up an authorisation code.*

### **1. Setting up Authorisation Code**

- Press Trans/Pgm 31 (Authorisation Register)
- Enter 4-8 Digit Code
- Press Hold/Save

### **2. Dialling into Voicemail**

- Dial Direct Indial Number or call main office number & be transferred to your extension
- When you hear your voicemail greeting, press the \* key
- You will then be asked to enter your password or authorization code
- Enter your 4-8 digit authorization number then press #

### **3. Now choose one of the following options:**

- Dial 1 to retrieve messages
- Dial 2 to listen or change recorded greeting
- Dial 3 to release call forward to VMIB
- Dial # to exit

### **Remote Access Codes**

- Dial 1 to listen to messages
- Dial 2 to listen to next message
- Dial 3 to delete current message
- Dial 4 to delete all messages